

DDA 77-5079

14 SEP 1977

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science & Technology
General Counsel
Legislative Counsel
Inspector General
Comptroller
Director, Equal Employment Opportunity
Administrative Officer, DCI

FROM: Michael J. Malanick
Acting Deputy Director for Administration

SUBJECT: Reducing Daily Operating Costs

REFERENCE: Memo dated 19 November 1976 to Deputy
Directors and Heads of Independent Offices
from DDA, Same Subject (DDA 76-5788)

The semiannual report on the Agency program for fighting inflation and reducing daily operating costs is scheduled for submission to the Director in November 1977. This report, covering the last 6 months of FY 1977 -- 1 April through 30 September 1977 -- should be submitted in accordance with instructions in the referent memorandum. Please forward your report to the Management and Assessment Staff, DDA, no later than 31 October 1977.

STATINTL

Michael J. Malanick

Attachment:
Reference

197706-1276

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science & Technology
General Counsel
Legislative Counsel
Inspector General
Comptroller
Director, Equal Employment Opportunity
Administrative Officer, DCI

FROM : John F. Blake
Deputy Director for Administration

SUBJECT : Reducing Daily Operating Costs

REFERENCE : Memo dated 28 February 1975 to Deputy
Directors and Heads of Independent
Offices from DCI, Subject: Fighting
Inflation and Reducing Daily Operating
Costs

1. It is the desire of the Director of Central Intelligence to continue with the program initiated in the referent. The first semi-annual reporting period for Fiscal Year 1977 ends 31 March 1977. The consolidated report is due in the Director's office in May. Your report should be received by Management and Assessment Staff, DDA by 15 April 1977.

2. Measures taken to effect a reduction in operating costs or to combat inflation should be described and the actual dollar savings quantified in the following categories:

Group I : Savings to date for the current fiscal year.

Group II : Annual savings projected in future fiscal years.

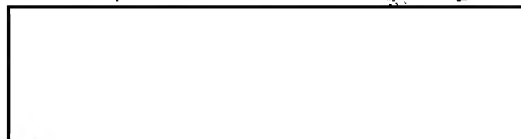
Group III: One-time savings for the current or future fiscal years (This group should not include savings reported in Groups I or II.)

SUBJECT: Reducing Daily Operating Costs

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3. The attached page, extracted from a previous reporting, is suggested as a convenient format for presenting the requested information.

4. Savings reported should be those growing out of measures which were instituted during Fiscal Year 1977. Savings reported in the Fiscal Year 1976 report should be excluded, unless they are a recurrence of a Group III item or result from an activity which impacts on previously reported savings.



John F. Blake

STATINTL

Attachment:

Extract from Previous Report As Stated

Distribution:

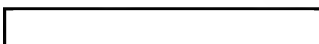
1 - Each Addressee w/att.

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STATINTL DBA/NAS:  (19 November 1976)

ADMINISTRATIVE - INTERNAL USE ONLY

OFFICE OF DATA PROCESSING
Fighting Inflation and Reducing Daily Operating Costs
Report for FY 1976

<u>Description of Activity :</u>	<u>Group I</u> <u>Savings to Date</u> <u>In FY 1976</u>	<u>Group II</u> <u>Projected Annual</u> <u>Savings Beyond</u> <u>FY 1976</u>	<u>Group III</u> <u>One Time Savin</u> <u>for FY 1976 On</u>
<u>Consolidation of Production</u> <u>Division Software</u> Consolidating computer utility pro- grams and subroutines to one disk file will save 120 man hours this fiscal year and 240 man hours in future years.	2,000	4,000	
<u>Improved Report Program for OMS</u> A computer report program was modified for more efficient pro- cessing and it is estimated that this will save \$5,000 per year.		5,000	
<u>Implementation of Program Library</u> <u>Software</u> A software package for maintaining a library of computer programs will reduce magnetic disk and tape stor- requirements and require less man- power.	1,000	5,000	

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